

Meeting Minutes  
Iowa State Interoperable Communications System Board  
December 14, 2017  
West Des Moines City Hall  
4200 Mills Civic Parkway  
West Des Moines, Iowa

John R. Benson  
HSEMD

Andy Buffington  
Communications Center

Linda Frederiksen  
EMS

Kelly Groskurth  
Member At-Large

Ellen Hagen  
Fire Department (Volunteer)

Rob Rotter  
Sheriff's Office

Michael Kasper  
Sheriff's Office

Deb Krebill  
Fire Department

Tom Lampe  
Iowa DPS

Jason Leonard  
Municipal Police Department

David Ness  
Municipal Police Department

Denise Pavlik  
Communications Center

Marty Smith  
Iowa DPH

Jeff Sundholm  
Iowa DOT

Jeffery Swearngin  
Iowa DNR

Patrick Updike  
Iowa DOC

Bob von Wolfradt  
Office of the CIO

Larry Smith  
Emergency Management

Carole Lund-Smith  
ILEA

Legislative Members  
Senator Jim Lykam  
Senator Randy Fenestra  
Representative Bob Kressig  
Representative Steven Holt

Meeting called to order by Chair Tom Lampe at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

**Voting Members in Attendance:** Jeff Sundholm, Tom Lampe, John Benson, Andy Buffington, Deb Krebill, David Ness, Jason Leonard, Rob Rotter, Kelly Groskurth

**Members via conference line:** Jeff Swearngin, Patrick Updike, Denise Pavlik, Mike Kasper, Carole Lund-Smith, Larry Smith, Linda Frederiksen

**Non-Voting in Attendance:** SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Ethan Vanous, Brian Dreiling attending via phone for Bob von Wolfradt

**Absent:** Marty Smith, Bob von Wolfradt, Ellen Hagen

**Guests:** Doug McCasland, Warren County 911; James Lundsted, DHS OEC; Curtis "Wally" Walser, Cedar Rapids Fire Department; Joe McCarville, Cedar Rapids Police Department; Mike Bryant, Iowa Professional Fire Fighters; Tom Reis, RACES; Josh Stevens, Mahaska EMA; Dave Gordon, Motorola; Diana Richards, RACOM

**Approval of Agenda** – Andy Buffington made a motion to approve the agenda. Jeff Sundholm seconded. All in favor. Motion passes.

**Approval of Minutes** – Dave Ness made a motion to approve meeting minutes from the November 9, 2017 meeting. Jason Leonard seconded the motion. All in favor. Motion passes.

**SWIC Report** – SWIC Chris Maiers reported on the following items:

SWIC Maiers mentioned that the SAFECOM survey is still available to take. The survey is available through February 23, 2018. This survey is a great chance for Iowa to make their voices heard about the state of emergency communications across the country. This survey could be the basis for many things down the road. SWIC Maiers also mentioned that the ISICSB legislative report is due to the Legislature at the conclusion of December 2017. SWIC Maiers is actively working on the draft with former SWIC Craig Allen to make sure everything is covered. There will be a Special Board Meeting in the next couple of weeks to get that report approved.

SWIC Maiers will be reaching out to approved users of ISICS throughout the next couple of weeks. Topics that will be covered by SWIC Maiers during his meetings with approved user of ISICS will be radio programming, talk groups and the next steps for those users. SWIC Maiers' outreach to county's and local stakeholders is ongoing.

SWIC Maiers voted on two TIA/TR-8 standards. One of the standards relates to a new spreadsheet to measure signal loss within an LMR system. The second standard deals with the accessory generated emergency inside of a trunked system control channel. The premise of this new standard is to facilitate a way that if a weapon is drawn or something affects an officer's vest, it automatically puts the subscriber unit in emergency mode and sends that out via the control channel to dispatch. SWIC Maiers is hopeful that this will be implemented in the next year or so once the standard is approved by TIA/TR-8.

SWIC Maiers mentioned that the Encryption Committee had their fourth meeting regarding interoperable talk groups. During this meeting, the Committee met with TR-8.3, which is the encryption sub-committee that sets standards for encrypted communications. Parties from EF Johnson, FBI, FPIC, Harris, Motorola and the Office of Emergency Communication in addition to the normal contingent of Iowa stakeholders present for the meeting. The meeting was very productive in discussing the current standards for P25 encryption along with providing an opportunity to see where those standards are going in the future. Many of the technical problems associated with single key radios communicating with multi key radios have been solved at the vendor level. During the meeting, the committee was able to conclude that can be translated into a technical recommendation, which is in draft status. The timeline for vetting is scheduled for a conclusion in the next year or two and then testing phases followed by the rollout.

RIC projects are underway; so far, all the RIC's have met on inter-state interoperability along with prisoner transports. Much of the current communications landscape pertaining to interstate interoperability is rather fragmented, and the work being is necessary to see if this aspect of emergency communications can be simplified. The transport discussion branched out to not only prisoners but also medical and mental health as well. The next set of meeting are slated for January and will focus on applying that knowledge.

SWIC Maiers gave a brief report regarding the approved subscriber list that was discussed last ISICSB Board Meeting. There was a concern about a list that was on the ISICSB website that is no longer present. The reason being is that the list was published by SAFECOM in 2016 and not all the units on that list went through recertification in 2016. Some of those initial certifications date back to 2010 so they may be outdated, and they only covered phase 1 devices. ISICS is a Phase 2 network; there is no guarantee that something in phase 1 is going to work in Phase 2. SWIC Maiers did coordinate with individuals in the CAP testing and they reported that they are still in the process of credentialing labs to actually do the work. No phase 2 documentation from the CAP program is expected until August 2018 at the earliest. SWIC Maiers stresses that ISICS is an interoperable system, so expecting everyone to have the same subscriber units is unreasonable. A good way to make sure the subscriber list is not restrictive is by looking back at what ISICSB initially wanted with the system. SWIC Maiers mentions that going forward the best bet could be to start with an RFP to get a list of desired features. From there, those features can be compared with documentation Motorola has provided as the system is built out and taking that information to figure out what ISICSB considers core tenants of interoperability on ISICS. Questions regarding functionality of push-to-talk, encryption and roaming among others may need to be answered. SWIC Maiers has reached out to EF Johnson, Harris and Motorola; ISICSB should have a nice comprehensive list of subscriber units once that work is completed.

Chair Lampe mentioned that the reason the subscriber list was taken off the ISICSB website was that it was inaccurate and outdated.

**911 Council Report** – Program Manager Blake DeRouchey reported that the council approved 10 GIS grants. The 911 Council also approved \$23,000 for various trainings throughout the state, gold line training to be held in Buena Vista County and officer down training in Cerro Gordo County are among the various trainings. The 911 Council is going to be scheduling an Emergency Medical Dispatch (EMD) webinar in the first part of 2018, this was part of the offering of the shared services component through Zetron.

Vice Chair Jason Leonard asked Blake to explain what gold line training is. Blake asked Joe to explain it with more detail. Joe mentioned that it is a company that he started and it is a class that brings leadership development, personal development and mixes in 911 training to dispatchers. It teaches them how to be better at what they do and for career success. The goal is to get dispatchers in Iowa to take the job and stay in the job. It has been taught in Johnson County; the review was that it was much needed for all dispatchers. This class will be held March 5, 2018.

Blake reminded everyone that a couple of years ago legislation was changed authorizing \$100,000 for three different aspects of 911 Council, 911 Council travel, 911 training and public education. Chair Lampe asked how to apply for training funds. Blake responded in saying that all you need to do is to get it on the agenda for the next 911 Council meeting and have someone be available to present at the council meeting to explain what the training is and why you may need the funds.

**User Group Committee** – Chair Andy Buffington reported that the User Group Committee (UGC) met on November 16 via conference call. UGC discussed the RIC reports that SWIC Maiers mentioned along with considered two new user applications for the ISICS platform. The two new users considered were Carlisle Fire Department and Linn County Sheriff's

Office. Those two users will need board action, which will be discussed further under new business. The UGC also discussed the desire for metro interoperability talk groups in addition to the regional talk groups. There was a lot of discussion on whether to make those talk groups population and geographic based or use some other rubric. The UGC believes this will come up more often for some of the metropolitan areas.

**Finance Report** – Chair Kelly Groskurth reported that the Finance Committee met on December 12 via conference call where the ISICSB financials were reviewed. The annual appropriation ending cash balance is \$254,071.46 and the grant ending cash balance is \$30,200.25. There were no disbursements that gave the committee any questions. ISICSB will need to request the same amount of the annual appropriation as last year minus the changes that were made by the legislation. The Finance Committee will be requesting \$115,661.00.

Chair Lampe mentioned that with SLIGP 2.0 grant application, ISICSB could be granted \$700,000.00 for two years starting March 1, 2018 through March 2020. The grant application is up on the ISICSB website (<https://isicsb.iowa.gov/document/slignp-2-grant-application-package>). Chair Lampe mentioned that with the new grant ISICSB would be maintaining what is currently in place with salaries and to keep ISICSB functioning. It was a 20% match, so ISICSB does have match money left over from SLIGP 1.0, which will be rolled over to the 20% of SLIGP 2.0. Chair Lampe applied for an extension of SLIGP 1.0 to coincide with SLIGP 2.0 since SLIGP 1.0 ends in February, which was granted.

**Governance Committee** – Chair John Benson reported that during the last conference call the Governance Committee worked on an amendment to the Memorandum of Agreement (MOA). This amendment was a change based on legislation that was undertaken during the last legislative session, which made emergency management a public safety agency. The Committee simply moved emergency management line from public service into public safety. Board action is required and will be discussed further under New Business. The second item discussed and continuing to work on is the grant application process. If ISICSB would ever be in a situation, where they had funds to make available to local agencies; the Governance Committee has started looking at what the application process would look like and is drawing inspiration from other grants. Chair Benson is hoping to bring a draft grant application process to the board at the March Board Meeting.

**Operations Committee** – Chair Deb Krebill reported that the Operations Committee had to reschedule their monthly meeting to November 29 due to no quorum earlier in the month. The goal of the meeting was to discuss the role of the Operations Committee getting ISICS up and running by July 2018. Currently, the Operations Committee is sending out surveys to all the public safety answering points (PSAPs) in Iowa to find out each PSAP's status on connect ability to ISICS. Chair Lampe and SWIC Maers reached out to the Operations Committee to establish a letter to the PSAP's informing them the status of the Committee's details and other aspects of ISICS along with giving the PSAP's a timeline of establishment to those PSAP's as it relates within the state. Chair Lampe felt the purpose of the letter was to give an update to the PSAP's on the system that it is coming and to prepare the PSAP's for their regional talk group access. The next Operations Committee meeting will be December 21.

**Outreach Committee** – Outreach Specialist Shawn Wagner reported that the reason why the November 30 outreach event has yet to be posted to YouTube is that editing is taking a

little longer than expected. Once editing is finalized, those links will be posted on social media along with being posted in the ISICSB Newsletter. The Outreach Team has made a few updates to the newsletter to make sure the SAFECOM survey is included, acknowledging new members of RIC's, acknowledging new users of ISICS and accomplishments with AT&T and FirstNet.

The Outreach Team has been specifically working with the RIC's when trying to set up outreach events in their region. The team would like get the RIC's more interactive with those meetings. Shawn has sent out an initial email to the RIC Chairs, but would like more information on what they would like such as use cases or scenarios. The Outreach Team would like specific examples on what the RIC's would like. The team does not want to assume that individuals in that region know what talk groups are or how to program radios. The team would also like to discuss what radios or equipment someone in the region may have and how they will or will not work on the ISICS platform. At the upcoming events, SWIC Maiers, at least one of the radio technicians and Rhonda McKibben will be participating. The Outreach Team will also highly integrate the RIC chairs and vice chairs in the event. The anticipated date for the next outreach event is at the end of January in Sioux City. After the January event, the anticipated dates for the next four will be at the end of each month following the January event. The November event had a great turnout with approximately 70 registrants and about 55 in person attendees. The event was also livestreamed and it is hard to tell how many were watching the live stream. The team is hoping the next five events will be well attended as well.

**Training/Exercise Committee** – Chair Denise Pavlik reported that the Training Committee met and discussed some upcoming trainings. The first training discussed was the Incident Tactical Dispatch Course that took place in November. The class had great turnout and was very valuable to those who participated. Chair Pavlik is hoping to provide that same class in other parts of the state as well. The Committee also discussed a gateway train the trainer class January 21 through the 25<sup>th</sup>. Three individuals in Iowa will be certified to be trainers and then move throughout the state to teach the class starting on the west side moving east. The Committee discussed a state sponsored COMT class that will be held February 5 – 9 in Fort Dodge. Half of the seats for this class will be for Fort Dodge attendees and then the other half for anyone else interested.

The Training Committee also discussed the best practices guide for telecommunicators. The Committee went through that guide making comments and notations to get that document cleaned up to be adopted in the near future.

**Technology Committee** – Chair Patrick Updike reminded everyone that the programming guide was discussed at the last Board Meeting and that the Attorney General's Office helped give some guidance on how to move forward. Chair Updike provided ISICSB with a draft policy that relates to the programming guide. Chair Updike is waiting on feedback from the Attorney General's Office on if the document should reference Iowa code or not. Within the programming guide the Technology Committee would like to see wording the recognizes Iowa code or any other federal standards/guidelines that may be important. Chair Updike is hoping that within the next month the Technology Committee can get both of these documents wrapped up and brought to ISICSB.

Chair Updike also provided member with the air to ground channel plan. Should ISICSB license these channels is one of the main concerns that arose out of the Technology Committee's discussions. Chair Updike outlined all the channels for air to ground in the document to come up with a plan for the use of these channels. The document indicates channels laid out by region. The Committee designated the repeater channels and direct channels to regions of Iowa. The idea is to get those regions to use those air to ground channels in the respective regions. There were four channels/frequencies left over where it was decided the Technology Committee would come with a set of frequencies that would be used for patching purposes on air to ground communications. Some of the issues the Technology Committee has run into is that they cannot answer whether or not these channels need to be licensed. The FCC advised that these channels should probably be licensed. The goal is to ultimately get these channels licensed but Chair Updike would like to get a quote on cost before anything is acted upon. That way, ISICSB would have an opportunity to approve the licensing and associated costs.

The Technology Committee is still working on subscriber unit requirements.

Chair Lampe asked Chair Updike if he would be developing an ISICSB policy on how to use these channels and what the purpose of them are for and attach the channel plan for reference. Chair Updike advised that the Technology Committee would ultimately need to do that.

**Other Reports** – SWIC Maiers mentioned that Denise Pavlik has agreed to be RIC 6 Chair.

Melvin Mercado of Motorola gave an update on the ISICS project. Melvin mentions that there was an outreach event done recently and he was pleased and delighted to see the room was filled. Melvin feels that ISICS is starting to turn the corner in the whole process because now ISICS is real and people are starting to recognize that. In the beginning, Melvin mentions that no one really believed that this could be built in the amount of time that was said, but we are here now and ISICS is becoming a reality. Melvin states that he is very proud of the Outreach Committee and all the work being done to educate the State of Iowa on ISICS.

Melvin encourages anyone to reach out to Motorola to discuss devices that would work on ISICS. Iowa is one of few states to build something of this magnitude and with this type of technology and to develop a list could take some time. Accessing Motorola's collective insight can make a difference and save time.

Melvin explains a map of where the current project stands concerning the platform build out status. The solid green dots mean that the sites have been built, green dots with motion are actively being built and the squares with the T's means the towers have been ordered. Sights with the dotted circles around them indicate sights that have changed status. The dotted circles that are flashing represent sites that have been completed since last board meeting. There are three sites where towers have been ordered, which means those sites were stuck in the regulatory process but have since completed that process and construction can now begin. Two sites have changed to active build. There are still five sites currently in the regulatory process. The three red triangles are the Iowa Public Television sites that have no start date as of yet.

Civil site completion certificates and microwave dish installations are ongoing as the buildouts move along. Only five sites remain in regulatory state, the plan is to complete the regulatory

process in the near future. There are currently five lease sites, which will begin being built before the end of 2017. Internal state processes need resolving before construction can commence at the IPTV site.

Chair Lampe mentioned that people have called asking when their tower in their county would be completed and turned on. Chair Lampe asked Melvin to explain site trunking, which happens before sites are totally completed and connected together. Melvin explained that the whole idea behind site trunking is that if the site was to become isolated, meaning that it can no longer reach the core, it allows the users to communicate with each other that are connected to that particular site. Putting these sites into site trunking is more a demonstration of the site's capabilities and familiarizing the user with how site trunking works.

Chair Lampe cautions to not use a site trunking site as a true picture of coverage in that particular area because that is just one "island". Once that site is connected to the core and communicating with other sites, it will have much better coverage in that particular area.

Melvin's entire presentation is available here:

<https://www.youtube.com/watch?v=5ya25VXRJXM&t=98s>

Jim Lundsted from the Department of Homeland Security Office of Emergency Communication (DHS OEC) mentioned that Training Committee Chair Pavlik stated a couple of TIA deliveries were approved. The reason being is that DHS OEC is going through budget restrictions due to short duration funding bills, and that is why only a few have been approved at this time. Right now, there is no lack of intent on what is being requested but DHS OEC is unable to do anything until there is a budget. Jim mentioned the SAFECOM survey that SWIC Maiers mentioned previously in that it is available. OEC uses the information obtained through that survey to conduct the National Baseline Capabilities Assessment. That assessment informs and drives grants as well as grant guidance to understand where there are gaps and needs. OEC is currently working to complete the 2018 SAFECOM Grant Guidance. OEC is also beginning a project with a selected number of states to implement one of the FCC's items from the task force on optimal PSAP architecture. OEC is trying to identify how they implement an emergency communications cyber-security center that informs not only the 911 community, but integrate cyber security awareness with federal and other stakeholders so this works seamlessly. The goal for completing this process is some time in calendar year 2020.

**Old Business** – Ethan Vanous gave a quick update concerning the ISICS Standards Workshop being held at the Oran Pape building following the ISICSB Board Meeting. Approximately twelve members from various committees will review ISICS standards so that they relate to the ISICS platform. The goal is to review and finalize six to seven of the 15 standards given to the group.

**New Business** – UGC Chair Andy Buffington and UGC members have reviewed the Linn County Sheriff's Office as well as the Carlisle Fire Department's applications for access to ISICS and recommends approval of both to ISICSB. Chair Buffington makes a motion to approve Linn County Sheriff's Office and Carlisle Fire Department for ISICS access. David Ness seconds Chair Buffington's motion. Motion passes with 14 yes votes. Mike Kasper abstained.

Governance Committee Chair John Benson makes a motion to approve the amended memorandum of agreement. Jason Leonard seconds Chair Benson's motion. All in favor. Motion passes.

**Public Comments – None**

**Motion to Adjourn:** Jeff Sundholm made motion to adjourn. Deb Krebill seconds motion. Meeting adjourned at 11:51 p.m.

YouTube link for November ISICSB Board Meeting:

<https://www.youtube.com/watch?v=kY4ihUDfm28&t=2866s>